



## ***Promotional Recruitment***

### **SENIOR ACCOUNTING ASSISTANT Approx. \$41,973 – 51,019 Annual Salary**

**Open: September 8, 2006   Close: September 22, 2006**

The Bay Area Air Quality Management District is currently recruiting for the position of Senior Accounting Assistant in the Finance Section of the Finance, Administration, and Information System Division. There are currently two (2) vacancies. These are full-time represented positions.

Under general supervision, assigns, directs and reviews the work of accounting and general office staff; performs related work as assigned.

#### **EXAMPLES OF DUTIES FOR THIS POSITION**

- **Provides lead direction, training and work review to a small accounting and/or general office support staff; organizes and assigns work, sets priorities and follows up to ensure coordination and completion of assigned work.**
- **Performs difficult or complex accounting or financial office support work and assists with special projects as assigned.**
- **Reviews and reconciles varied reports, journals, budget, or related accounting or statistical data.**
- **Audits and verifies various information, including source data as well as manual and computer-produced reports.**
- Maintains varied subsidiary ledgers, auditing and reconciling reports and information and posting data as required; may generate general ledger entries.
- Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports.
- Provides information to the public or to District staff that requires the use of judgment and the interpretation of policies, rules or procedures.
- Provides input into selection decisions, disciplinary matters and other personnel decisions.
- Performs a variety of general office support work such as organizing and maintaining various files, typing correspondence, reports, forms and specialized documents, and proofreading and checking materials for accuracy, completeness and compliance with departmental policies and regulations.
- Enters and retrieves data from an on-line or personal computer system and uses such technology to produce reports; operates standard office equipment.

#### **MINIMUM QUALIFICATIONS**

Equivalent to three years of responsible bookkeeping, accounting or financial clerical or office assistant experience. Some college or business school coursework in accounting, finance, bookkeeping, office administration and/or supervision or a related field is desirable.

(Additional information on reverse-side – Also visit [www.baaqmd.gov](http://www.baaqmd.gov))

### **OTHER REQUIREMENTS**

Must possess a valid California Driver's License and meet the automobile insurability requirements of the District.

### **HOW TO APPLY**

Interested BAAQMD employees must submit a completed BAAQMD application along with their responses to the supplemental application questions no later than **5:00 p.m. on Friday, September 22, 2006**. For an application packet, contact the Human Resources Office at (415) 749-4980 or visit our website at [www.baaqmd.gov](http://www.baaqmd.gov). Completed application packets should be returned to: Bay Area Air Quality Management District, Human Resources Office, 939 Ellis Street, Fourth Floor, San Francisco, CA 94109. Except as requested in this announcement, do not include any additional documents, such as letters of recommendation, performance evaluations, work samples, etc. They will not be considered or returned. A resume may be included but will not be accepted in lieu of an official BAAQMD application. Postmarks, faxes, and e-mails will not be accepted.

### **SELECTION CRITERIA**

Selection may be based upon a competitive examination consisting of a combined work product exercise and interview. Depending on the number of qualified applicants an application screening and/or panel interview may be held. If a panel interview is utilized in combination with any other process, it will be weighted 100%.

The District may hire from this recruitment process to fill future vacancies occurring within the next 18 months.

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980. EOE